

MINUTES  
REGULAR MEETING  
BOARD OF FINANCE  
LISBON TOWN HALL  
WEDNESDAY, MARCH 21, 2018  
7:00 P.M.

1. Call to Order

The regular meeting of the Board of Finance was called to order by Michael Zelasky, Chairman, at 7:00 p.m.

MEMBERS PRESENT: Michael Zelasky, Frank Burzycki, Randy Baah, Miles LaFemina, Dennis Duplice, Wayne Donaldson  
Thomas Wakely (ALT), Philip Kiley (ALT), Gail Gwiazdowski (ALT)

OTHERS PRESENT: Thomas Sparkman, First Selectman

2. Reading of Previous Minutes

Motion by W. Donaldson second by R. Baah to approve the regular minutes of 2/21/2018 with the following correction: Item #10, Gail "Gwiazdowski" was incorrectly spelled.

VOTE: UNANIMOUS, MOTION CARRIED

Motion by W. Donaldson second by D. Duplice to approve the special meeting minutes of 3/14/2018.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, Memo: re: actions on Selectman's Requests
- b. Email, from Susan Caron of Hilltop Securities re: funding for firehouse
- c. Email, from Angel Johnstone, Assessor re: grand list went up by .87%, adding an additional \$70,000.00 + revenue in taxes
- d. Email, from C. Brown to M. Zelasky re: ZEO revenue the same
- e. Email, from LCS offices re: Medicaid account to go to General Fund
- f. Email, from T. Sparkman to M. Zelasky re: review General Fund account reconciliation
- g. Emails, between M. Zelasky and Treasurer re: Profit & Loss "Goods and Sales" line item was an error; CNR Checkbook, new general ledger account
- h. Email, from Marcia Marien re: bidding ordinance
- i. Email, from Ian Rogers to M. Zelasky re: Capital Improvement list
- j. Email, from P. Kiley re: 5 year plan of projects (LCS Capital Improvements)

4. Bills and action thereon - NONE

5. Monthly Statements

- a. Treasurer's Report – Review (as of February, 2018)
- b. General Government – Review (July 2017 - February, 2018)
- c. Board of Education – Review (February, 2018)

6. Reports

- a. Chairman's Report – Various items reported on with Correspondence

7. Public Comment – NONE

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8. Old Business

- a. Veteran's Property Tax Exemption - TABLED
- b. FY2016-17 Audit – Discussion. It is recommended that the books be balanced once a month or each quarter. Wheelabrator contract ends in 2020 and a financial decision needs to be made in the event the town loses the \$1.2 million a year. Other points include: 5 year budget plan; CNR Checkbook; Revisions liability; Capital projects (general/school); Water & Sewer.
- c. Purchasing and Competitive Bidding Ordinance – Will get numbers from bookkeeper re: number of purchases made over \$1,000 and bids of over \$10,000, before making a decision.
- d. Purchase Policy and Procedures – Uncertain how to enforce penalties
- e. Status of Annual Report – M. Zelasky reported it was at the printer and should be done within a week.
- f. Fire Department Needs and Assessment – Mark Robinson, Lisbon Fire Chief, reported that \$10.8 million is the preliminary estimate for the cost of the new fire department, but that an additional \$101,000 needs to be added to the cost. Thomas Sparkman, First Selectman, stated that a "do not exceed" dollar number needs to be established for bonding.
- g. FY2018-19 Budgets – Motion by W. Donaldson second by R. Baah to send budgets to the public.

VOTE: UNANIMOUS, MOTION CARRIED

(Public Hearing Wednesday, April 4, 2018 at Lisbon Central School)

9. New Business –

- a. Capital Plan – P. Kiley volunteered to work on this with the Board of Education
- b. Selectmen's Requests – NONE

Motion by W. Donaldson second by D. Duplice to add "Discussion of Medicaid Reimbursement" to the agenda under 10.a.

VOTE: UNANIMOUS, MOTION CARRIED

10. Any other business which may properly come before the Board

- a. Discussion of Medicaid Reimbursement - Discussion

11. Public Comment – NONE

12. Adjournment – A motion was made by W. Donaldson second by F. Burzycki to adjourn at 8:12 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: \_\_\_\_\_  
Michael Zelasky, Chairman

RECEIVED FOR RECORD AT LISBON  
CT ON 03/28/2018 AT 6:55pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
